



**PLEASE POST**

**THIRD JUDICIAL CIRCUIT OF MICHIGAN  
OFFICE OF HUMAN RESOURCES  
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT**

**POSITION POSTED:** Director of Criminal Court Services  
**SALARY RANGE:** \$86,865 - \$109,054  
**DATE POSTED:** November 16, 2016 – Until Filled

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**ELIGIBILITY:** This examination is open to anyone who meets the minimum qualifications.

**A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.**

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Criminal Justice, Public Administration, Business Administration, or related field. Master's degree preferred.
- Seven (7) or more years of experience in criminal justice administration.
- Five (5) or more years of progressively responsible supervisory and administrative experience in a court, legal, law enforcement, judicial or closely related setting.
- Experience in areas of budgetary/fiscal management, information technology, project management, including assessing risks and exposures, identifying options and alternatives, making decisions, and implementing corrective actions.

**DESCRIPTION OF WORK:**

Under the direction of the Deputy Court Administrator (DCA) of the Criminal Division, assists in planning, directing, and coordinating of Criminal Division operations. This role leads Criminal Division departments as assigned to ensure timely delivery and quality services to the public and judges in accordance with state and federal guidelines. Utilizes team-building concepts, ensures the continuing professional development of staff, and upholds the provisions of the staff's collective bargaining agreements, the Third Circuit Court Employee Handbook, and the Code of Conduct.

**FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.**

**SELECTION:** Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list.

**NOTE:** Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

**EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)**

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Written Examination	30%
Interview	70%

**APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.**

**APPLICATION PROCEDURE AND DEADLINE:**

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE [www.3rdcc.org](http://www.3rdcc.org). A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

**CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.**

**POSTING:** This notice must be posted on all bulletin boards until the filing date has expired.

**\*\* AN EQUAL OPPORTUNITY EMPLOYER \*\***

**Third Judicial Circuit of Michigan  
Department of Human Resources**

**Classification Code: 0200-007**

**Date Issued: 03/19/2012**

**TITLE:                   DIRECTOR OF CRIMINAL COURT SERVICES**

**SUMMARY:**

Under the direction of the Deputy Court Administrator (DCA) of the Criminal Division, assists in planning, directing, and coordinating of Criminal Division operations. This role leads Criminal Division departments as assigned to ensure timely delivery and quality services to the public and judges in accordance with state and federal guidelines. Utilizes team-building concepts, ensures the continuing professional development of staff, and upholds the provisions of the staff's collective bargaining agreements, the Third Circuit Court Employee Handbook, and the Code of Conduct

**ESSENTIAL FUNCTIONS:**

- Consults with the DCA – Criminal to establish operational goals for the Division in accordance with the Court's strategic plan.
- Reviews statutes, court rules, regulations, and policies to prepare reports, summaries, and recommendations to the DCA – Criminal.
- Plans, directs, and coordinates activities and projects to ensure that departmental goals are accomplished within the defined scope and timeframe.
- Provides recommendations and analyses relative to process improvements.
- Directs, reviews, and evaluates performance of assigned personnel by developing and updating operational manuals, identifying work tasks, establishing professional development plans, implementing corrective action plans, conducting periodic performance reviews, and acknowledging accomplishments.
- Participates in strategic planning and visioning with the Criminal Division management team.
- Seeks alternative funding sources for expansion of services provided by the Criminal Division departments and other projects impacting public awareness, safety and the criminal justice system.
- Serves as a liaison between the Criminal Division and various criminal justice stakeholders.
- Participates in the creation of job descriptions, examinations, and recruitments.
- Oversees the development of the Criminal Division handbook.

- Represents the division in the absence of the DCA, as assigned.
- Responds to inquiries from the public, private bar, and bench.
- Develops and manages innovative pilots and projects to address the continuing needs of access and improved case-flow management, including grant projects.
- Pursues continued professional development.
- Performs other related duties as assigned.

**QUALIFICATIONS:**

1. Bachelor's degree in Criminal Justice, Public Administration, Business Administration, or related field. Master's degree preferred.
2. Seven (7) or more years of experience in criminal justice administration.
3. Five (5) or more years of progressively responsible supervisory and administrative experience in a court, legal, law enforcement, judicial or closely related setting.
4. Experience in areas of budgetary/fiscal management, information technology, project management, including assessing risks and exposures, identifying options and alternatives, making decisions, and implementing corrective actions.
5. Excellent verbal, written, interpersonal, presentation, public speaking and meeting management communication skills.
6. Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
7. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
8. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
9. Ability to simultaneously coordinate multiple projects and complex tasks while meeting deadlines.
10. Strong negotiation, conflict resolution, diplomatic, and persuasion skills.
11. Proven analytical, problem-solving, and decision-making abilities.

12. Ability to plan, organize, execute, and manage in a legal environment.
13. Ability to lead a group to accomplish a common goal and to facilitate a team-work environment.
14. Proficiency in the use of the MS Office Suite or its equivalent, and other relevant software and programs.

**LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:**

1. Must possess (at time of application) and maintain a valid Michigan driver's license and no fault auto insurance.
2. Must obtain and maintain Law Enforcement Information Network (LEIN) Terminal Agency Coordinator certification within 3 months of hire.
3. Candidates considered for placement will be subject to a Criminal Background Investigation.

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***The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.***

**NOTES:**

03-19-12 – Title Created

11-03-16 – Updated for Content